



Winchester Public Schools Staff Laptop Computer and Electronic Devices Check-Out Form

- I understand that all laptop computers, tablets, phones, electronic devices, equipment and/or accessories the Division has provided to me are the property of Winchester Public Schools.
- I agree to all the terms in School Board Policy IIBEA Acceptable Computer System Use.
- I will not install any additional software or change the configuration of the equipment assigned to me in any way without prior permission from the Winchester Public Schools Information Technology Department.
- I will not allow any other individuals to use any laptop computer, tablets, phone, electronic devices and/or related equipment and accessories that have been assigned to me by the Division.
- I agree to return the equipment assigned to me to the Division in the same condition in which it was provided to me (excluding normal wear and tear) upon my departure from the Division. Should I fail to return the equipment to Winchester Public Schools upon my resignation date, I agree that I will be invoiced by Winchester Public Schools for the replacement cost of such equipment.
- I understand that I am personally and monetarily responsible for any damage to or loss of any laptop computer, electronic devices and/or related equipment and accessories assigned to me. If damage or loss of equipment occurs, I agree that I will be invoiced for the full cost of replacement.
- I understand that a violation of the terms and conditions set forth in this agreement may result in the restriction and/or termination of my use of the Division's laptop computers, tablets, phones, equipment and /or accessories. I understand I am financially responsible for any damages or loss of the equipment assigned to me. I also understand any violation of the terms of this agreement may subject me to further disciplinary action up to and including termination of employment and/or other legal action.

Equipment User Name _____ Building _____

Equipment/Item Model _____ Serial # _____

Equipment/Item Model _____ Serial # _____

Comments: (Overall condition scratched, dented, bent, missing keys, missing parts)

Equipment User Signature

Date

Technology Department Authorized Signature